

## **Guidelines on the Conduct of Written Assessments**

These guidelines set out the rules governing the conduct of written assessments in first- and second-cycle degree programmes at the SGH Warsaw School of Economics.

1. Deans of studies, institute directors, and heads of departments are responsible for the proper organisation of written assessments.
2. The following rules shall be observed when organising written assessments:
  - a) The course instructor conducting a written form of knowledge assessment is responsible for ensuring the organisational conditions necessary to conduct the assessment. In particular, the course instructor is obliged to:
    - inform students during the first class of the semester about the form of the assessment and the conditions under which it will be conducted,
    - if the number of students taking the assessment exceeds 50, notify the institute director or head of department of the need to appoint an additional invigilator. The institute director or head of department shall ensure invigilation for the written assessment at a minimum of one invigilator per each commenced group of 50 students taking the assessment,
    - prepare a number of question sets appropriate to the number of students taking the assessment,
    - seat students taking the assessment in the examination room in every other row and every other seat; if this is not possible, increase the number of question sets,
    - verify the identity of candidates taking the written assessment,
    - designate a place for personal belongings to be left prior to the start of the written assessment,
    - collect all tests in person after the completion of the written assessment,
    - in the event of detecting independent work violations, the use of unauthorised materials, or other prohibited actions, remove the student from the room, assign a fail grade, and immediately inform the relevant dean of studies, who will undertake further disciplinary action;

- b) A person taking a written assessment is obliged to:
- leave personal belongings (including switched-off transmitting and receiving devices) in the place designated by the course instructor conducting the written assessment; a person taking the written assessment may have on their desk: an identity document, writing materials, tissues, mineral water, and other items permitted by the course instructor, including items indicated by the Office of Accessibility and Support for People with Disabilities,
  - not communicate with other participants and not exchange question sets,
  - submit their test in person to the course instructor before leaving the room.
3. In justified cases, technical measures available at the university may be used in order to detect unauthorised materials during a written assessment.
4. Deans of studies may specify detailed rules for conducting written assessments, taking into account the specific nature of the programme, provided that these are not inconsistent with the rules set out in these guidelines.
5. These guidelines shall enter into force on 21 February 2026.

VICE-RECTOR FOR TEACHING AND STUDENT AFFAIRS

Dr hab. Andrzej Zawistowski, prof. SGH

/signed with a qualified

electronic signature/

Warsaw, 4 February 2026